

NOTICE

There is a job vacancy with the **Bay County Probate/Juvenile Court.**

Job Title: **Administrative Assistant**

Rate of Pay: **\$41,017 per year entry, progressing to**
 \$45,364 per year after three years (MP06)

Full-time position with benefits

General Summary:

Under the direct supervision of the Deputy Court Administrator, this position is responsible for managing technical court positions in the Circuit Court Family Division/ Juvenile and Probate Court. The position carries out many of the financial responsibilities of the court and can serve in a part-time capacity as a probate, juvenile or assignment clerk.

Typical Duties:

1. Supervisory responsibility over technical functions in the office including the scheduling of the clerks and court reporters.
2. Advises and assist the technical staff as necessary.
3. Track and approve employee vacation, sick and other miscellaneous days.
4. Responsible for general facilities management including scheduling equipment repair, purchase of office supplies and monitoring use of petty cash.
5. Supervises and participates in the intake, review and filing of a variety of legal documents related to court matters. Insures that such documents are reviewed for accuracy, completeness and compliance with statutes.
6. Responsible for the financial information regarding restitution, reimbursement, court cost and fines. Maintains revenue collection on court ordered payments. Initiates show cause hearings on individuals delinquent in their payments to the court.
7. Monitors mental health filings and takes appropriate court action. Makes necessary arrangements for appointment of attorneys.
8. Monitors developmentally disabled filings and takes appropriate court action.
9. Shares responsibility with court administrator on case flow management.
10. Prepares and maintains accounting records and submits financial transmittals to the County Treasurer.
11. May assist in court room when called upon to record hearings, provide transcripts as requested and serve as court bailiff or jury clerk.
12. Maintains a portion of the neglect abuse records, including computer entries and is responsible for the subsequent filings. Schedules pre-trial conferences, formal hearings, review hearings and maintains paperwork for the abuse and neglect cases. Makes necessary arrangements for appointments of attorneys on abuse and neglect cases.
13. As empowered by the statue and authorized by the Judge, prepares and sigs a variety of orders for the probate of wills, determination of heirs, settlement and allowance of accounts, and filing of claims.
14. Prepares State Court Administrative Office reports, Child Care Fund Vouchers and reports.
15. Monitors various estate matters relating to accountings and takes appropriate action.
16. May be required to take on responsibilities of Chief Assignment Clerk.
17. May perform a variety of other court-related functions as directed by court administration.

The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. This is not an exhaustive list of all duties performed.

Qualifications:

The applicant must have a bachelor’s degree in public or business administration or another related field. The position prefers two years of experience in a court (or similar) setting. Candidates must demonstrate organizational skills and computer skills (familiarity with the SCAO court programs a plus).

Application Process:

If interested in applying, please send an application and resume for this position to John Torres, Deputy Court Administrator, 1230 Washington Avenue, Suite 715, Bay City, MI 48708. **DEADLINE TO APPLY: 4:00 P.M. TUESDAY, DECEMBER 1, 2015.**

An Equal Opportunity Employer

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”